

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Mr. L. L. Mitchell  
Assistant Administrator for  
Federal Supply and Services  
General Services Administration  
Washington, D.C. 20406

Dear Mr. Mitchell:

It is with pleasure that I respond to your letter of 9 August 1983 concerning the use of commercial charge cards and travelers' cheques as the primary method of payment for government employee travel expenses. You and your staff are to be commended for development of a highly innovative approach to eliminate some longstanding problems associated with government travel.

Both the Director of Central Intelligence and I are fully committed to the reduction of travel costs and improvement of travel management within this Agency. We welcome the opportunity of incorporating GSA's new travel and transportation payment system into our planning. It would be my hope, within security constraints peculiar to this Agency, to maximize utilization of the new payment system by our personnel.

Please keep us advised as to your progress in this very significant area of travel administration.

Sincerely,

Harry E. Fitzwater  
Deputy Director  
for  
Administration

DD/OF (25 Aug 83)

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<b>ROUTING AND RECORD SHEET</b>				
SUBJECT: (Optional)				
FROM:  Deputy Director of Finance 1212 Key Building			EXTENSION  <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>	NO.  DATE 25 August 1983
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
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2. Attn: <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div>				STAT
3.				Per your request, attached is the response from the DDA to <i>Letter From</i> L. L. Mitchell, Assistant Administrator, GSA, dtd. 9 August 1983.
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